

ACCEPTANCE OF FREE ATTENDANCE AT WIDELY-ATTENDED EVENTS DEPARTMENT OF THE INTERIOR

This form is used to document approval for an employee to accept free attendance from a Prohibited Source at a widely-attended event. See back of this form for instructions.

Part A: To Be Completed By Employee

Name (please print)	Position Title
Name or Description of Event	Location of Event
Purpose of Event	Are you scheduled to be a speaker, panelist or exhibitor at this event?
Sponsor(s) of Event	Source of free attendance (if other than the sponsor)
Estimate value of your free attendance	Date(s) of Event

The information stated above is accurate to the best of my knowledge. I hereby request approval to attend the above stated event.

Employee's Signature: _____ Date: _____

Bureau/Office: _____

Part B: To Be Completed by the Agency Designee (See back of form for instructions)

I have approved this employee's request. I have determined that (check only one):

☐ The event will be a widely attended gathering and the source of the employee's free attendance is the sponsor of the event. I have also determined that the above named employee will participate as a speaker, panelist or exhibitor at the event and will present information on behalf of the Department at the event.

☐ The event will be a widely attended gathering and the source of the employee's free attendance is the sponsor of the event. I have also determined that the attendance of the above named employee at this event will be in the interest of the Department because it will further the Department's programs and operations.

☐ The event will be a widely attended gathering and the source of the employee's free attendance is NOT the sponsor of the event. I have determined that the employee's free attendance is valued at \$250 or less, and more than 100 persons are expected to attend the gathering. I have also determined that the Department's interest in the employee's participation in the event outweighs the concern that acceptance of the gift of free attendance may or may appear to improperly influence the employee in the performance of his or her official duties.

Signature of Agency Designee: _____ Date: _____

THIS FORM SHALL BE RETAINED BY THE EMPLOYEE

INSTRUCTIONS

When should employees use Form DI-1958? Employees are encouraged to use this form to request and document approval to accept free attendance from a “prohibited source” at widely-attended events.

What is the policy on the acceptance of free attendance at widely-attended events? Generally, acceptance of free attendance from a “prohibited source” at a widely attended event is prohibited when the value of the free attendance exceeds \$20 per event. See 5 CFR 2635.201-205 and the definitions below. The only exceptions to this prohibition are stated on the front of this form. If none of the exceptions apply, the employee should not be granted approval to attend the event.

If approval is granted, attendance at the event shall be: (1) on the employee’s own time; (2) if authorized by the employee’s agency, on excused absence pursuant to applicable guidelines for granting such absence; or (3) without charge to the employee’s leave account. See 5 CFR 2635.204(g)(2).

What is a prohibited source? It is any person or organization who:

- (1) Is seeking official action by the employee's agency;
- (2) Does business or seeks to do business with the employee's agency;
- (3) Conducts activities regulated by the employee's agency;
- (4) Has interests that may be substantially affected by performance or nonperformance of the employee's official duties; or
- (5) Is an organization a majority of whose members are described in items (1) through (4).

In addition, the agency designee may determine that an individual or entity is a prohibited source based on a concern for the appearance of a conflict of interest. For example, an individual or organization that offers an employee free attendance solely because of the position the employee holds may be a prohibited source.

Prohibited source includes a professional, trade or business association, a majority of whose members are regulated by, or do, or seek to do business with the Department. The term also includes a foreign or domestic business, or a representative of such a business that is seeking a benefit or an action such as a contract, permit or license from the Department.

What is a widely attended event? It generally means a gathering consisting of a large number of persons who will bring a diversity of views or interests to the event.

Who is the agency designee? It means the employee’s immediate supervisor or the employee’s servicing ethics officer.

What does free attendance include? Free attendance may include waiver of all or part of a conference or other fee or the provision of food, refreshments, entertainment, instruction and materials furnished to all attendees as an integral part of the event. It does not include travel expenses, lodgings, entertainment collateral to the event, or meals taken other than in a group setting with all other attendees.

The information obtained from this form will be used to determine whether the filer is in compliance with the Government wide gift acceptance regulations governing free attendance at widely attended events (5 CFR 2635.204(g)). The general authority for collecting this information is contained in 5 CFR 2635.204(g)(3).